



LABORATORY TECHNICIAN, DISCIPLINE

DEFINITION

Under general supervision, provides instructional support services for faculty and students; prepares and sets up exercises, demonstrations, models, instructional materials, and supplies; assists students and faculty in the use and operation of equipment and materials related to the College's instructional laboratory program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned Dean. Exercises no supervision of staff.

CLASS CHARACTERISTICS

This is a journey-level class responsible for conducting a variety of instructional support activities to ensure student learning. Positions perform the full range of duties assigned, working independently, and exercising judgment and initiative. Positions at this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit. Subject matter varies by discipline.

EXAMPLES OF TYPICAL FUNCTIONS (Illustrative Only)

- Prepares and sets up laboratory, demonstrations, models, and instructional materials; monitors laboratory; organizes, arranges, stocks, and distributes materials, equipment, tools, and supplies.
- Provides instructional support to students and faculty in the designated program(s); assists in instructional demonstrations of procedures and techniques; explains related principles, practices, procedures, methods, materials, terminology, and equipment.
- Operates, demonstrates use of, and maintains laboratory instruments and equipment; assists faculty and students in proper and safe methods in usage of instruments and equipment.
- Cleans and maintains facilities and equipment; ensures proper storage of equipment and materials; ensures laboratory and work areas are maintained in a clean and orderly condition.
- Maintains accurate material safety data sheets, reports, and records of work performed and materials and equipment used.
- Monitors, orders, receives, stores, and maintains adequate inventory levels of supplies and equipment; monitors program budget and expenditures.
- Submits work orders for maintenance and repair of equipment and facilities.
- Learns and applies emerging technologies related to the area of assignment.
- Performs related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Principles, theories, terminology, techniques, equipment, and materials related to designated program(s).

- General methods and procedures for preparing materials, models, demonstrations, and laboratory exercises used in designated program(s).
- Principles and procedures for setting-up, operating, demonstrating use of, and maintaining various equipment and instruments used in designated program(s).
- Occupational hazards and safety equipment and practices related to the work.
- Methods, practices, and techniques of student learning and instruction.
- Applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Record keeping principles and procedures.
- English usage, grammar, spelling, vocabulary, and punctuation.
- Modern office practices, methods, and computer equipment and software relevant to work performed.
- Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation.

Ability to:

- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
- Explain principles, theories, terminology, techniques, equipment, instruments, and materials related to designated program(s).
- Engage students in positive learning in the laboratory or other learning environments.
- Assist students and faculty and demonstrates proper use and maintenance of equipment and instruments used in designated program(s).
- Interpret, apply, explain, and ensure compliance with applicable federal, state, and local laws, rules, regulations, ordinances, and District policies and procedures relevant to assigned area of responsibility.
- Estimate and order required supplies and equipment.
- Safely and effectively use and operate equipment and instruments required for the work.
- Maintain accurate records of work performed and materials and equipment and instruments used.
- Organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software, and modern business equipment to perform a variety of work tasks.
- Use English effectively to communicate in person, over the telephone, and in writing.
- Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Equivalent to an Associate's degree from an accredited college with major coursework in a related field and three (3) years of experience working in an instructional laboratory, classroom, or similar setting.

Licenses and Certifications:

None.

PHYSICAL DEMANDS

Must possess mobility to work in a laboratory environment, to use a computer, and to operate varied equipment and instruments related to designated program(s); vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate above-mentioned equipment and instruments. Positions in this classification bend, stoop, kneel, reach, and climb to perform work. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 80 pounds with the use of proper equipment. Reasonable accommodations will be made for individuals on a case-by-case basis.

ENVIRONMENTAL ELEMENTS

Employees primarily work in a laboratory environment that may contain various equipment and instruments, with moderate to high noise levels and controlled to varied temperature conditions. Employees are exposed to chemical, biological, and hazardous substances and mechanical and/or electrical equipment and instruments.

Salary Grade: C1-47

FLSA: Non-Exempt

EEO Code: H-50

Board Approved: April 2021